

PERFORMANCE BASED BUDGETING: CHART I

**FY 2004-05 MAJOR PROGRAMS/INITIATIVES AND BUDGET HIGHLIGHTS**

Department: INTERNATIONAL TRADE CONSORTIUM (021)

(#'s in Thousands)

				FY 2004-05 Funding Impacts				
Priority by Funding Source	Related Outcome(s)	Program/Initiative or Budget Highlight	Description and Performance/Service Impact (from __ units to __ units)	Countywide	UMSA	Other	Positions Impacted	Manager's Priorities
1	ED 1-8	OUTREACH/ PUBLIC REPORTING *	a) Develop functional Website and Calendar of Events and perform 12 monthly updates (from 0 to 12); b) Place 5 advertisements promoting ITC and MDC (from 5 to 5); c) Publish 1 annual trade statistical guide ("Trade Numbers") (from 1 to 1); d) Sponsor/ Participate in 3 trade events (from 3 to 3); e) Develop 1 trade Workshop/ Seminar (from 0 to 1); f) Sponsor 1 trade-related Workshop/ Seminar (from 0 to 1); g) Publish 1 Annual Report (from 1 to 1); h) Publish 12 Newsletters (from 0 to 12); i) Maintain 1 Database (from 1 to 1) j) Staff 6 ITC Board of Directors' Meetings (from 6 to 6); k) Staff 10 Committee meetings (from 10 to 10); l) Conduct 1 ITC Board Strategic Goal Session (from 1 to 1); m) Support 1 Inter-American Conference of Mayors (from 1 to 1); n) Staff 10 Mayor's African Trade Task Force Board Meetings (from 10 to 10)			+428	3.87	#1, #16, #20
2	ED 1-4	MISSIONS	a) Support/ Fund 5 incoming missions (from 5 to 5); b) Conduct 3 Airport Route Development missions with MIA (from 3 to 3); c) Conduct 5 Airport Briefings (from 5 to 5); d) Conduct 1 mission to other North American City (from 1 to 1); e) Support/ Fund 2 3rd-party outgoing missions (from 3 to 2); f) Conduct 2 ITC-led outgoing missions to other Countries (from 3 to 2)	+35		+302	2.67	#1, #16, #20
3	ED 1-6	SISTER CITIES/ SUPPORT	Undertake 1 mission to Sister City Community (from 1 to 1); Participate in 1 Conference (from 1 to 1); Award 6 Scholarships (from 6 to 6); Develop 2 new Sister Cities Relationships (from 2 to 2); Conduct 1 Art Exhibit (from 1 to 1); Staff 6 Sister Cities Coordinating Council and Committee Meetings (from 6 to 6)			+171	1.59	#1, #16, #20
<b>BASE BUDGET SUBMISSION **:</b>				<b>+35</b>	<b>+0</b>	<b>+901</b>	<b>8.13</b>	

4	ED 1-4 and 1-8	OUTREACH/ PUBLIC REPORTING	Hire a staff person in Singapore to act as a trade representative of the ITC and of Miami-Dade County.	+16			0.50	#1, #16, #20
5	ED 1-4 and 1-8	OUTREACH/ PUBLIC REPORTING	Hire an additional part time staff member to to conduct additional outgoing mission and to receive additional incoming mission (priority #2)	+28				
6	ED 1-8	OUTREACH/ PUBLIC REPORTING	Increase number of ads placed to promote the ITC and MDC from 5 to 10, to increase Outreach (#1 Priority)	+15			+0	#1, #16, #20
7	ED 1-4 and 1-8	OUTREACH/ PUBLIC REPORTING	Perform 1 Economic Impact Study update (Through Consultant).	+50			+0	#1, #16, #20
8	ED 1-4 and 1-8	RESEARCH	Identify trade opportunities and to gather statistical data on trade (Through Consultant)	+50			+0	#1, #16, #20
9	ED 1-4 and 1-8	OUTREACH/ PUBLIC REPORTING ***	Become the "Umbrella organization for international trade" and a "one-stop-shop" for two-way trade. (See Note below)	+500			+5	#1, #16, #20
<b>PROPOSED ADDITIONS TO BASE BUDGET SUBMISSION:</b>				<b>+659</b>	<b>+0</b>	<b>+0</b>	<b>6</b>	

Note \*: Outreach now also includes the hiring of one additional part-time employee at a cost of \$22,000/ year to support the department's outreach activities (#1 priority).

PERFORMANCE BASED BUDGETING: CHART I

**FY 2004-05 MAJOR PROGRAMS/INITIATIVES AND BUDGET HIGHLIGHTS**

Department: INTERNATIONAL TRADE CONSORTIUM (021)

(#'s in Thousands)

Priority by Funding Source	Related Outcome(s)	Program/Initiative or Budget Highlight	Description and Performance/Service Impact (from __ units to __ units)	FY 2004-05 Funding Impacts			Positions Impacted	Manager's Priorities
				Countywide	UMSA	Other		

Note \*\*: 04'-05' Base Budget above includes a reallocation of the activity priorities of 03'-04' based on the decision of the ITC Board of Directors

Note \*\*\*: Priority #9 Represents the ITC Board of Directors' wish to become the "Umbrella organization for international trade" or the "one-stop-shop" for two-way trade. Achieved as follows:

- The establishment of an ITC "incubator" office where people can come to for trade information. This would require office space/ computers/ trained professional staff (3).
- Acting as the contracting and monitoring agency through which all County international trade-related funding passes through to other organizations. This would require 1 additional staff member.
- Adding Research capability for trade. Adding 1 professional staff member to maintain trade data/ information and to research and update trade information/ trends.  
library of information

Cost Justification for priority #9 (in thousands):

Office Space Lease (approx. 1,600 sq. feet at \$35/ sq ft annually	56
Office Equipment/ Computers/ Phones	30
Hard copy materials (brochures/ statistical information)/ CD roms - for year	65
1 Director/ Office Manager for Incubator office (w/ benefits)	100
2 Support Staff for Incubator office (w/benefits)	100
1 full-time employee for contracting and monitoring of County trade-related funding	75
1 full-time employee to conduct research for International Trade	<u>74</u>
Total:	\$500

PERFORMANCE BASED BUDGETING: CHART II  
GENERAL DEPARTMENTAL SUMMARY

Department: International Trade Consortium (021)

Fund: \_\_\_\_\_

(all dollars in thousands)

FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	FY 2004-05
Actual	Actual	Budget	Projection	Base Budget Submission	Adjusted Budget Submission

**A) OPERATING BUDGET - REVENUES AND EXPENDITURES**

**REVENUE BY MAJOR CATEGORY**

Carryover	67	67		70	0	1
County Wide General Fund Revenue		231			0	657
County Wide General Fund (CTI)	100	38	35	35	35	35
Interagency Trf. - Airport	375	350	350	350	350	350
Interagency Trf. - Seaport	260	295	295	295	295	295
Interagency Trf. - OCED			157	157	157	157
<b>TOTAL REVENUE</b>	<b>802</b>	<b>981</b>	<b>837</b>	<b>907</b>	<b>837</b>	<b>1,495</b>

**EXPENDITURES BY MAJOR CATEGORY**

Salaries	326	568	534	629	520	520
Benefits - Fringe/Executive/Flex/ Etc.	218	239	174	192	159	159
Caribbean Trade Initiative	100	38	0	0	0	0
Administrative Reimbursement (GMCVB)	-115	-100	-100	-100	-100	-100
Other Operating (add more rows as necessary)	199	161	224	224	252	252
Capital	6	6	5	5	5	5
Proposed Additions To Base (See Chart I)						659
<b>TOTAL OPERATING EXPENDITURES</b>	<b>735</b>	<b>911</b>	<b>837</b>	<b>950</b>	<b>836</b>	<b>1,495</b>

Debt Service						
Reserves						
Transfers						
<b>TOTAL EXPENDITURES</b>	<b>735</b>	<b>911</b>	<b>837</b>	<b>950</b>	<b>836</b>	<b>1,495</b>

**Cash Position**

REVENUES LESS EXPENDITURES	67	70	0	-43	1	0
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**Revenue to the General Fund**

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**B) POSITIONS**

Full-time approved =	7	7	7	7	7	13
Net full-time funded =	7	7	7	7	7	13
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0.63	0.63	1.13	1.13
Temp Agency FTEs =	1	0	0	0	0	0

\* If department administers other reserve funds, please provide detailed documentation

NOTE: 1.13 Full Time Equivalent Positions (FTE's) in 04'-05' Base Budget corresponds to 2 part-time employees.

NOTE: 03'-04' Salary and Benefits projections include a one-time payout of accumulated sick hours totalling \$178,500 for the Executive Director who is in the drop.

# WORKSHEET - ITC TOTAL BUDGET ALLOCATIONS - 04'-05'

(INCLUDING SALARIES, DIRECT PROGRAM EXPENSES, TRAVEL, AND OFFICE OVERHEAD)

	Salaries	Direct Program Expenses	* Travel	** Office Overhead % of time	ACTIVITY COST	
<b>I. (OUTREACH) ED 1-8, ED 1-4</b>						
A. PROMOTIONS:						
1. Website/ Calendar of Events	24,623	3,000		3,411	31,034	
2. Purchase Promotional Ads	18,447	10,000		2,311	30,758	
3. Publish Statistical Guide	15,847	20,000		1,871	37,718	
4. Sponsor/ Participate in Trade Events	44,007	10,000	2,000	5,392	61,398	
5. Develop Trade Workshop/ Seminar	11,759	4,000	2,000	1,430	19,190	
6. Sponsor Trade-Related Workshops/ Seminars	3,947	3,000		550	7,497	
7. Publish Annual Report	24,606	4,000		3,081	31,687	
8. Publish 12 Newsletters	33,348	15,000		4,511	52,859	
9. Hire Additional Part-Time employee (to support Outreach)	22,000				22,000	
B. MAINTAIN DATABASE (from Board Prior 2-RD)	17,349	15,000		2,421	34,770	
C. OTHER GENERAL ACTIVITIES						
1. Staff 6 ITC Board of Directors' meetings	35,446			4,841	40,287	
2. Staff 10 Committee meetings	27,387			4,181	31,568	
3. Conduct 1 ITC Board Strategic Goal Session	12,109	2,000		1,540	15,650	
5. Support Inter-American Conference of Mayors	3,346			330	3,676	
6. Staff Mayor's African Trade Task Force	6,562			1,210	7,772	
4. Support FIU-Madrid Center Grant	0			0	0	
<b>Total - Outreach -</b>					<b>427,863</b>	<b>% of total Budget 46%</b>
<b>II. (MISSIONS) ED 1-4</b>						
A. Support 5 Incoming Missions	24,604	12,500	0	3,411	40,515	
B. Conduct 3 Airport Route Development missions	104,223		24,000	11,223	139,447	
C. Conduct 5 Airport Briefings	39,790		18,000	4,401	62,191	
D. Missions to other North American Cities (1)	0	0	0	0	0	
E. Fund/ Support 2 3rd-party outgoing missions	9,915	5,000	3,000	1,320	19,236	
F. Conduct 2 ITC missions to Other Countries	54,118		12,000	8,968	75,086	
G. Trade Shows	0				0	
<b>Total - Missions -</b>					<b>336,475</b>	<b>% of total Budget 36%</b>
<b>III. (SISTER CITIES) ED 1-6</b>						
A. Undertake 1 mission to Sister City Community	20,817		3,000	2,389	26,207	
B. Participate in 1 Conference	20,817		2,000	2,389	25,207	
C. Award 6 Scholarships	20,526			2,748	23,274	
D. Develop 2 new Sister Cities Relationships	35,419		2,000	4,779	42,198	
E. Conduct 1 art exhibit	29,236			4,420	33,656	
F. Staff Sister Cities Coordinating Council/ Committees	18,756			2,270	21,026	
<b>Total - Sister Cities -</b>					<b>171,567</b>	<b>% of total Budget 18%</b>
<b>(RESEARCH) - PROPOSED ADDITION TO BASE BUDGET</b>						
A. Identify Trade Opportunities	0					
B. Gather Statistical Data on Trade	0					
<b>Total - Research -</b>					<b>0</b>	<b>% of total Budget 0%</b>
	<b>679,005</b>	<b>103,500</b>	<b>68,000</b>	<b>85,400</b>	<b>935,905</b>	

\* Included in the ITC Travel budget, are travel expenses for Commissioner Diaz who, as the ITC Chairman, participates in missions abroad.

\*\* Total Office Overhead allocated by time spent on activity includes Rent/ Telephones/ GSA Services/ Postage/ Membership

Dues (with the exception of \$1,500 for Sister Cities) Computers/ and other office expenses: \$83,900